



JOB DESCRIPTION

JOB TITLE: **Computer Software Specialist (Transportation)**

Position Type: Classified	Department: Transportation
Salary Schedule: Classified	Reports to: Transportation Director
Salary Range: 36	Location: Transportation Services
Term of Employment: 12 months	Date: June 15, 2021
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Performs all system software, data maintenance, computer aided design applications and program software for Transportation computers.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Oversees and maintains the transportation mapping management software and computerized mapping software.
- Monitors activities of the TOM (Transportation Operations Manager).
- Analyzes computer files, programs and reports. Determines source of use, intensity of and impacts of the systems.
- Reviews data requests from departmental staff. Analyzes databases and determines if existing programs can meet requirements as is or in modified format.
- Assists user and advises them on programs and system.
- Coordinates and conducts TOM (Transportation Operations Manager) training and responds to questions regarding system updates and programs.
- Implements all computer aided design applications and geocode updates and corrections.
- Effectively and efficiently operates the computerized transportation system so as to provide routing, scheduling of regular routes and special education routes; and boundary planning, as required.

- Serves as a liaison between Transportation, Gecko, data processing and planning departments.
- Develops and prepares user documentation manuals that explain programs and its uses.
- Must meet any specific job requirements as indicated by the department.

MARGINAL DUTIES:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

SUPERVISORY RESPONSIBILITIES:

- None.

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma and related experience.
- Experience in computer routing of buses and supervision of others preferred.
- Data processing skills required.

LANGUAGE SKILLS:

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of patrons or employees of the organization.

MATHEMATICAL SKILLS:

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

REASONING ABILITY:

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS:

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 30 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.